

CA-PMM

Project Name: Disability Insurance Automation Project

OCIO Project #: 7100-192

Department: Employment Development Department

Revision Date: 5/31/09

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

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Status of Assigned Issues

Issue Number	Description	Due Date	Status

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Approval of SPR delayed at LWDA.	Delayed SPR submission to OCIO will delay finalizing contract and possibly delay implementation by 15 workdays.	EDD is responding to LWDA's inquiries about the enterprise project portfolio and resources.
2. Were any key milestones or deliverables rescheduled?	No			
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			

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8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Delayed SPR submission to OCIO will delay finalizing contract and possibly delay implementation by 15 workdays.	EDD is responding to LWDA's inquiries about the enterprise project portfolio and resources.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	See above	EDD is responding to LWDA's inquiries about the enterprise project portfolio and resources.
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period.***

DIA SPR concurrent review by LWDA and OCIO is continuing.

The DIA Branch Team meeting concluded on May 21, 2009 with consensus on some forms and business rules.

EDD delivered the revised ITPP and the 5/19/09 version of the SPR to DGS for pre-review on 5/22/09.

EDD Legal Division reviewed the DIA SI vendor contract Standard Agreement, STD 213 and the DIA Joint Project Managers (JPMs) are incorporating comments.

The Section 11 was delivered to the Director's Office for signature on 5/28/09.

Reconfiguration of the DIA workspace in Park Complex West continues.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Release RFP	2/26/08		Done		3/4/08
Evaluation of Draft Proposals	7/25/08		Done		7/20/08
Evaluation of Final Proposals	10/22/08		Done		10/29/08
Public Cost Opening	10/30/08		Done		10/30/08
Cost Evaluation	11/7/08		Done		1/6/09
Contract Negotiation	12/1/08		Done	PCC 6611 negotiations were entered into with bidder to reduce costs to the state.	3/26/09

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SPR Submission to Control Agencies	1/5/09	5/31/09	Delayed	PCC 6611 negotiations were entered into with bidder to reduce costs to the state. LWDA is reviewing SPR and OCIO is pre-reviewing draft.	
Contract Finalized; Contractor On Board	7/1/09	7/20/09	Delayed	Delayed SPR submission to OCIO will delay finalizing contract and possibly delay implementation by 15 working days.	
IV&V for DDI On Board	5/27/09	7/1/09	Delayed	IV&V RFP release cannot occur until SPR is approved. No impact to implementation date.	
Pay Point 1: Design Documentation Release	9/30/09	9/30/09	On Target		
Pre-Production Release 1	7/31/10	7/31/10	On Target		
Pay Point 2: External Web Paid Family Leave (PFL) Claims	9/30/10	9/30/10	On Target		
Pay Point 3: Internal Graphic User Interface (GUI) Custom Conversion	9/30/10	9/30/10	On Target		
Pre-Production Release 2	2/28/11	2/28/11	On Target		
Pay Point 4: External Web for Claimants/Medical Providers and Expanded Internal GUI for Initial Claim Intake	4/30/11	4/30/11	On Target		
Pay Point 5: External Web for Employers/Voluntary Plan	4/30/11	4/30/11	On Target		

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Pre-Production Release 3	8/15/11	8/15/11	On Target		
Pay Point 6: Automated Claim Processing	9/30/11	9/30/11	On Target		
Pay Point 7: Scanned Forms	9/30/11	9/30/11	On Target		

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Pay Point 8: Business Intelligence	9/30/11	9/30/11	On Target		
Pay Point 9: Remaining Use Cases	9/30/11	9/30/11	On Target		
Production Release	9/30/11	9/30/11	On Target		
Pay Point 10: DIA System Acceptance	1/31/12	1/31/12	On Target		
Document Management System (not System Integrator (SI) vendor) Contracted Work Complete	2/29/12	2/29/12	On Target		
Productive Use Warranty	4/30/12	4/30/12	On Target		
Contract Closeout	6/30/12	6/30/12	On Target		
EDD Project Closeout	6/30/12	6/30/12	On Target		
Post Implementation Evaluation Report (PIER)	6/30/13	6/30/13	On Target		

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
OneTime Cost	X			
Continuing Cost	X			

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Release RFP	2/26/08		Done		3/4/08
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Evaluation of Final Proposals	10/22/08		Done		10/29/08
Public Cost Opening	10/30/08		Done		10/30/08
Cost Evaluation	11/7/08		Done		1/6/09
Contract Negotiation	12/1/08		Done	PCC 6611 negotiations were entered into with bidder to reduce costs to the state.	3/26/09
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Pay Point 7: Scanned Forms	9/30/11	9/30/11	On Target		
Pay Point 8: Business Intelligence	9/30/11	9/30/11	On Target		
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Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
One Time Cost	X			
Continuing Cost	X			

CA-PMM**Project Name:** Disability Insurance Automation Project**OCIO Project #:** 7100-192**Department:** Employment Development Department**Revision Date:** 5/31/09**Status Report****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	0
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	0
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	0
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
Total			0

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale

Vendor met all Administrative Requirements and Corporate Reference Requirements in the RFP.

